

**MINUTES OF THE MILLVILLE
TOWN COUNCIL WORKSHOP
April 28, 2015 @ 7:00 PM**

In attendance were Mayor Gerry Hocker, Deputy Mayor Bob Gordon, Treasurer Harry Kent, Secretary Steve Maneri, Councilmember Susan Brewer, Town Manager Debbie Botchie and Town Code & Building Administrator Eric Evans.

1. CALL TO ORDER:

Mayor Hocker called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Hocker led the pledge of allegiance.

3. NEW BUSINESS:

- A.** Discuss and possible vote on a preliminary design plan, submitted by GMB, for the Town of Millville's new municipal building.

Mr. Andrew Lyons, of GMB, stated the new municipal building will be connected to the current building, with also having the parking lot paved. Mr. Lyons stated the entrance to Town Hall will remain the same except it will be paved. Mr. Lyons further stated the stormwater flow will stay the same and flow into the tax ditch back behind and to the side of Town Hall, but GMB still has to meet with the Sussex Conservation District to see if there is anything else GMB needs to do. Mayor Hocker asked if everything right now is on surface. Mr. Lyons stated yes, the soil is really good here. Deputy Mayor Bob Gordon asked if there will be any issues with the streams which run along the back of Town Hall. Mr. Lyons stated no, the Sussex Conservation District said, because the parking lot currently is gravel, the Conservation District views gravel as paved because they assume gravel eventually will be paved at some point, and GMB is looking into pervious paving if they can get some grant money for it.

Ms. Morgan Helfrich, of GMB, stated GMB went over the schematic design with Town Manager Debbie Botchie, Mayor Hocker, Town Code & Building Administrator Eric Evans, and some of the Delaware State Police, and this is the final schematic before meeting with the State Fire Marshal, and this is the most recent floorplan as well. Ms. Helfrich stated there will be a link in-between the two buildings in the middle, connecting the two. Ms. Helfrich the vertical circulation will house the elevator and the egress stair for both sides of the building, and the reason for this is because this building is four (4) feet above grade, and the garage is at grade, so GMB have an elevation change they needed to take care of within the design. Ms. Helfrich stated GMB are adding an elevator for the Americans with Disabilities Act (ADA) in case the Town has any issues with ADA in the future. Ms. Helfrich further stated GMB have a double-stacked municipal bay garage for the Town and a single right next to it – so three garage bays for the Town, and one garage wash bay, with drainage, for the Delaware State Police. Ms. Helfrich stated in the back section of the new addition, are the interview rooms for the Delaware State Police, an IT closet, a handicapped toilet and a janitor's closet, which will have a mop sink. Ms. Helfrich stated the link is glass and there will be an exterior stair for the Police, which is required by the Fire Marshal, in case of fire inside the building.

Ms. Helfrich stated, after meeting with the Fire Marshal yesterday, the one stair was not going

to be enclosed with a door, so GMB changed the one convenience stair to an actual fire-rated, enclosed egress stair, which will be enclosed with glass. Ms. Helfrich stated, this way, there is no stair door backing up against Ms. Botchie's office nor is it too close to the copy machine. Council Member Harry Kent asked if the window being put in around the stair was approved by the Fire Marshal. Ms. Helfrich stated yes. Ms. Helfrich further stated, because the entire building will be under 10,000-square-feet, there is no required sprinkler system needed for the building; and the municipal building will be 9,977-square-feet, just under the limit. Mr. Gordon stated the Town has been told numerous times about the upstairs addition above Town Hall offices, the Town cannot have more than ten (10) people upstairs because there is no sprinkler system. Mr. Gordon asked with the changing now, would it pay to incorporate sprinklers into the building – plumbing-wise, not hooked up – so five years from now, the Town will not have to retrofit and tear everything out to make it work. Ms. Helfrich stated she asked the Fire Marshal that same question, and, why the Town is being told what it is about the current upstairs space, is because it is a completely open area, which would be considered, by the Fire Marshal, "assembly space," so anytime someone is over fifty (50) people in a space, that puts that establishment in a sprinkler-required zone. Ms. Helfrich stated it is her understanding that this space will be changed to an "open office," so that takes the occupancy load down to one-hundred (100) square feet per person instead of a ten (10) square foot net per person, and that will get the Town under the requirement for needing sprinklers in that location, and this comes directly from the Fire Marshal. Ms. Helfrich stated to retrofit the piping now, it is an added cost and the Town will still pay probably three-quarters of the expense to put in the initial fittings and hosing for that system, and it's a large expense, but it is the Town's call. Ms. Helfrich further stated it makes no difference to GMB whether the Town puts in a sprinkler system at all, now or in the future, but it will be a separate, significant cost; and, because the current building and this planned municipal building are connected by the link, the structures are considered by the Fire Marshal to be one building, but, because the building is under 10,000 square feet, it does not require a sprinkler system. Ms. Helfrich further stated if the Town wants to increase its footprint somewhere in the future and add another building, that building would have to be detached from this building in order to not have a sprinkler system.

Ms. Helfrich stated, with the second floor of the new building, the Delaware State Police will have most of the usage with the classroom of thirty-one (31) seats, a kitchenette, a white board, an additional IT closet, an elevator, an enclosed stair, a bathroom with shower, and a bunkroom, one for females and one for males, both of which will have direct access to the outside with exterior stair in case of emergency. Mr. Kent asked, regarding the stairwell door, there is a copier almost in line with the doors and what is the ruling on the positioning. Ms. Helfrich stated GMB was required to have at least four foot four inches (4'4") inches clear in front of the copier and GMB currently have four foot eight inches (4'8") wide which is why Ms. Helfrich put that dimension on the schematic so the Town is in the clear with those dimensions. Mr. Kent asked if the opening direction of the door swing – as it is on the schematic – is OK with the Fire Marshal. Ms. Helfrich stated yes, it was fine by the Fire Marshal.

Ms. Helfrich stated the aesthetic (the siding, roof pitch, shingles, etc.) to the outside of the new building will be the same as the existing Town Hall building, making the entire structure seem like one continuous structure. Ms. Helfrich further stated, based on the schematic design, the dormers could be eliminated and more room could be added. Council Member Steve Maneri asked about where the generator may be placed for the new building. Ms. Helfrich stated this is just schematic building design and GMB have not brought in their mechanical/electrical/plumbing consultant yet and she would rather do that when the design is

approved. Mr. Lyons stated the existing propane tank for Town Hall is located under the proposed site for the new municipal building so that will have to be relocated, and, as for the generator for the new building, from looking at designs of the new building, GMB is looking to put the existing propane tank above-ground and next to the new generator in an enclosed space in the back area of the lot which is currently grass. Mr. Kent asked about where the existing generator will sit. Mr. Lyons stated the existing generator can sit where it currently is located. Ms. Helfrich stated once the mechanical experts come on site then GMB and the Town can work together on the issues of logistics for the generators. Mr. Evans asked if the Town submitted to have a sprinkler system put into the new building, would the Fire Marshal require it for the whole structure – meaning the existing Town Hall building – too. Ms. Helfrich stated yes, the Fire Marshal would require it. Mr. Evans asked if then GMB would have to retrofit the existing building. Ms. Helfrich stated yes, she is pretty sure but she will have to get back to Mr. Evans on that issue. Mr. Kent stated if, years from now, the Town wanted to retrofit sprinklers and add another building but not have it detached, could the Town just do the retrofit now and not have to worry about it later; Mr. Kent would like to know what the Town's options are.

Capt. Sean Moriarty, of the Delaware State Police, stated he appreciates the opportunity to continue the Police's partnership with the Town, the building looks fantastic, the Police are grateful, and they are looking forward to having adequate representation – if not, greater representation – which is ultimately the Police's goal here.

Mr. Gordon motioned to accept the preliminary design plan, submitted by GMB, for the Town of Millville's new municipal building. Mr. Kent seconded the motion. Mr. Gordon voted yes. Mr. Kent voted yes. Mr. Maneri voted yes. Council Member Susan Brewer voted yes. Mayor Hocker voted yes. Motion carried 5-0.

B. FY16 Organizational Chart – Town Manager Debbie Botchie

Ms. Botchie presented the organizational chart and the only changes were having Council Member Susan Brewer being Event Coordinator Liaison as well as a member of the Dangerous Buildings Committee; Charles Laskowski has left the Board of Adjustment (BOA) to be on the Planning & Zoning (P&Z) Committee; and there is a vacancy on the BOA but there will be a vacant seat notice in this Friday's *Coastal Point* newspaper.

4. PROPERTY OWNERS/AUDIENCE COMMENTS AND QUESTIONS

There were no comments.

5. ANNOUNCEMENT OF NEXT MEETING – TOWN COUNCIL MTG., MAY 12, 2015

6. ADJOURNMENT

Mr. Kent motioned to adjourn at 7:44 p.m. Mr. Gordon seconded the motion. Motion carried 5-0.

Respectfully submitted,
Matt Amerling, Town Executive Assistant